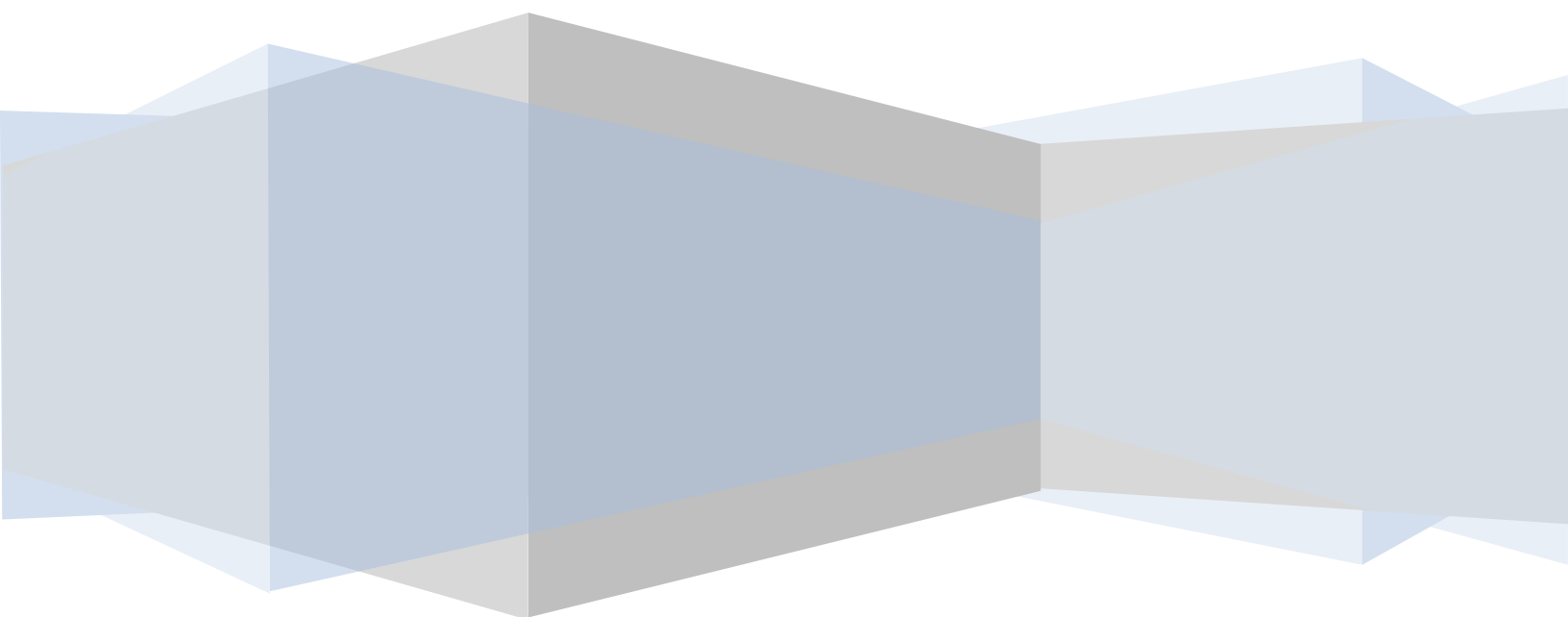


# **Asper Career Portal**

## **Employer User Guide**

**For Job Postings with Off-Campus Interviews**



## 1.1 home

### 1.1.1 Navigate the Homepage

- I. View at-a-glance features of the Asper Career Portal (Announcements, Quicklinks, Calendar, Alerts, etc.) by clicking on the Home link in the top toolbar.
- II. Employers review Career Portal messages from the Career Development Center from **Announcements**.
- III. Access all system sections with one click by clicking on **Quick Links**.
- IV. View important events dates (Information Sessions, Career Fairs, etc.) by clicking on highlighted days in the **Calendar**.
- V. View system-driven **alerts**.

### Homepage Screen

The screenshot shows the Asper Career Portal homepage in a Windows Internet Explorer browser window. The URL is <https://asper-umanitoba-csm.symlicity.com/employers/index.php?>. The page features a top navigation bar with links: home, account, calendar, profile, jobs, resume books, jobs and on-campus, events, and co-operative education. Below the navigation bar, the page is divided into several sections:

- Announcements:** A section on the left with a welcome message and a list of announcements. A red arrow labeled 'II.' points to this section.
- Quick Links:** A central section with buttons for 'Create Job Posting', 'Post the job', 'View On-Campus Interviews', and 'View Student Resumes'. A red arrow labeled 'III.' points to this section.
- Calendar:** A calendar for August 2011 is displayed on the right. A red arrow labeled 'IV.' points to the calendar.
- Alerts:** A section at the bottom left with a red arrow labeled 'V.' pointing to it. It contains a list of alerts, including 'Sign-up has begun for 1 schedule(s)', '1 student(s) has(have) applied to your Non-OCR job postings', and 'You have 1 OCR resume packet(s) awaiting download'.

The page also includes a 'Live Support' button and a 'powered by symlicity' logo at the bottom.

## 1.2 account

### 1.2.1 Build a personal profile

- I. Build a personal profile (contact information, change password, etc.) by clicking on **Account** link on the top navigation bar.
- II. Click on the **Personal Profile** tab to update email address and other contact information.
- III. Update system access by clicking on the **Password/Preferences** tab and creating a new password.

#### Account Screen

The screenshot shows the 'account' page of the Asper Career Portal. The browser window title is 'account | Asper Career Portal'. The URL is 'https://asper-umv...plicity.com/employers/index.php?s=account&ss=profile&mode=list'. The page has a navigation bar with links: home, account, calendar, jobs, resume books, jobs and on-campus interviews, events, co-operative education. Below the navigation bar, there is a welcome message 'Welcome, Patricia Griffith' and a user profile 'Patricia Griffith @ Feldman's Company' with a 'Log Out' button. The main content area is titled 'account' and has two tabs: 'Personal Profile' (selected) and 'Password/Preferences'. Below the tabs, there are 'Submit' and 'Cancel' buttons. The 'Personal Profile' section is divided into 'Contact Information' and 'Address' sections. The 'Contact Information' section has fields for Title, Salutation (Mrs), Full Name (Patricia Griffith), Suffix, Division, Email (griffith\_courtney@hotmail.com), Phone (204-444-4444), Cell Phone (204-444-4444), and Fax. The 'Address' section has a 'Street Address' field. Red arrows with numbers I, II, and III point to the 'account' link, the 'Personal Profile' tab, and the 'Contact Information' section respectively.

Internet Explorer

https://asper-umv...plicity.com/employers/index.php?s=account&ss=profile&mode=list

ASP SCH BUS Career Services Management System powered by simplicity

home account calendar jobs resume books jobs and on-campus interviews events co-operative education

Welcome, Patricia Griffith Patricia Griffith @ Feldman's Company Help Log Out

software by simplicity™

account

Personal Profile Password/Preferences

Submit Cancel

\* Indicates a required field

Contact Information

Please provide as much information as possible

Title:

Salutation: (Mr., Mrs., Ms., etc)

Full Name: Enter the contacts full name (first middle last)

Suffix:

Division:

Email\*: Enter the contact email address (user@domain.com)

Phone:

Cell Phone:

Fax:

Address

Please provide as much information as possible

Street Address:

Done

Start 2 Windows Liv... Inbox in umgure... 2 Oracle Calen... account | Asp... https://asper-u... Employer Guide... employer home... Internet 100% 4:38 PM

## 1.3 calendar

### 1.3.1 Important Dates and Personal Events

- I. View important dates for the upcoming weeks by clicking on **Calendar** on the top navigation bar.
- II. Review important dates by clicking on the highlighted dates in the inset calendar on the right.
- III. Click on a link in the Event column to view event details.
- IV. Create, review and/or update events that do not automatically appear on the calendar by clicking on the **Non-System Events** tab.

### Calendar Screen

The screenshot shows the ASPER Career Services Management System interface. The top navigation bar includes links for home, account, calendar, profile, jobs, resume books, jobs and on-campus interviews, events, and co-operative education. The user is logged in as Patricia Griffith. The calendar is currently in Day View for August 25, 2011. On the right, there are inset calendars for July, August, and September 2011. Red arrows with labels I, II, III, and IV point to specific features: I points to the 'calendar' link in the navigation bar; II points to a date in the August inset calendar; III points to an event in the main calendar grid; and IV points to the 'Non-System Events' tab.

calendar | Asper Career Portal - Windows I

https://asper-umanitoba-csm.syr

oyers/index.php?s=calendar&ss=ical\_days&mode=list

File Edit View Favorites Tools Help

ASPES Career Services Management System powered by simplicity

home account **calendar** profile jobs resume books jobs and on-campus interviews events co-operative education

Welcome, Patricia Griffith. Patricia Griffith @ Feldman's Company Help Log Out

calendar software by simplicity™

Day View Week View Month View Year View Non-System Events

Today August 25, 2011 [jump to]

August 25, 2011

7:00 AM

8:00 AM

9:00 AM

10:00 AM

11:00 AM

12:00 PM

July 2011

Mon	Tue	Wed	Thu	Fri	Sat	Sun
				01	02	03
04	05	06	07	08	09	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2011

Mon	Tue	Wed	Thu	Fri	Sat	Sun
01	02	03	04	05	06	
08	09	10	11	12	13	14
15	16	17	18	19		
22	23	24	25			
29	30	31				

September 2011

Mon	Tue	Wed	Thu	Fri	Sat	Sun
			01	02	03	04
05	06	07	08	09	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Done

Start 2 Windows Li... Inbox in umgur... 2 Oracle Cale... calendar | As... https://asper-u... Employer Guide... employer accou... Internet 100% 4:41 PM

## 1.4 profile

### 1.4.1 Build an Employer Profile

- I. Create comprehensive online profiles describing the organization by clicking on the **Profile** link in top toolbar.
- II. Part 1 - **Who We Are**: Input general information about the organization such as Achievements, Products and Services, Divisions and Departments, etc.
- III. Part 2 - **Key Stats**: Include employer statistics such as stock symbol, annual revenue, number of employees, etc.
- IV. Part 3 - **Company Culture**: Input information such as Working Environment, Career Track, Training, etc.
- V. Part 4 - **Logo**: Include a logo as part of the organization's print and online profile by clicking the Logo tab, clicking the Browse button and uploading a file.
- VI. Review which sections are complete (green check) and which are incomplete (red X) by utilizing the **Completion Status** inset on the right.

#### Build an Employer Profile Screen

This section is viewable by students and will assist you in raising your profile on campus.

The screenshot shows the 'Build an Employer Profile' screen in a web browser. The page has a top navigation bar with links: 'home', 'calendar', 'profile', 'jobs', 'jobs and on-campus interviews', 'events', and 'co-operative education'. The 'profile' link is highlighted. Below the navigation bar, there's a section titled 'Who We Are' with tabs for 'Who We Are', 'Key Statistics', 'Company Culture', 'Logo', 'Student Viewable Contacts', 'Photos', 'Videos', and 'Auto-Fill'. The 'Who We Are' tab is active, showing a form with fields for 'Industry', 'Overview', and 'Products and Services'. Red arrows labeled I through VI point to specific elements: I points to the 'profile' link in the top toolbar; II points to the 'Who We Are' tab; III points to the 'Industry' field; IV points to the 'Overview' text area; V points to the 'Logo' tab; and VI points to the 'COMPLETION STATUS' inset on the right. The 'COMPLETION STATUS' inset shows a list of sections with green checkmarks for 'Industry', 'Overview', 'Address', and 'Attachment', and red X marks for 'Products and Services', 'Divisions/Departments', 'Achievements', 'Awards', 'Future of Our Company', 'Competitors', 'Twitter URL', 'Facebook URL', and 'Post LinkedIn Connections?'. The bottom of the screen shows the Windows taskbar with various open applications and the system clock at 4:51 PM.

## 1.5 Jobs (off-campus interviews)

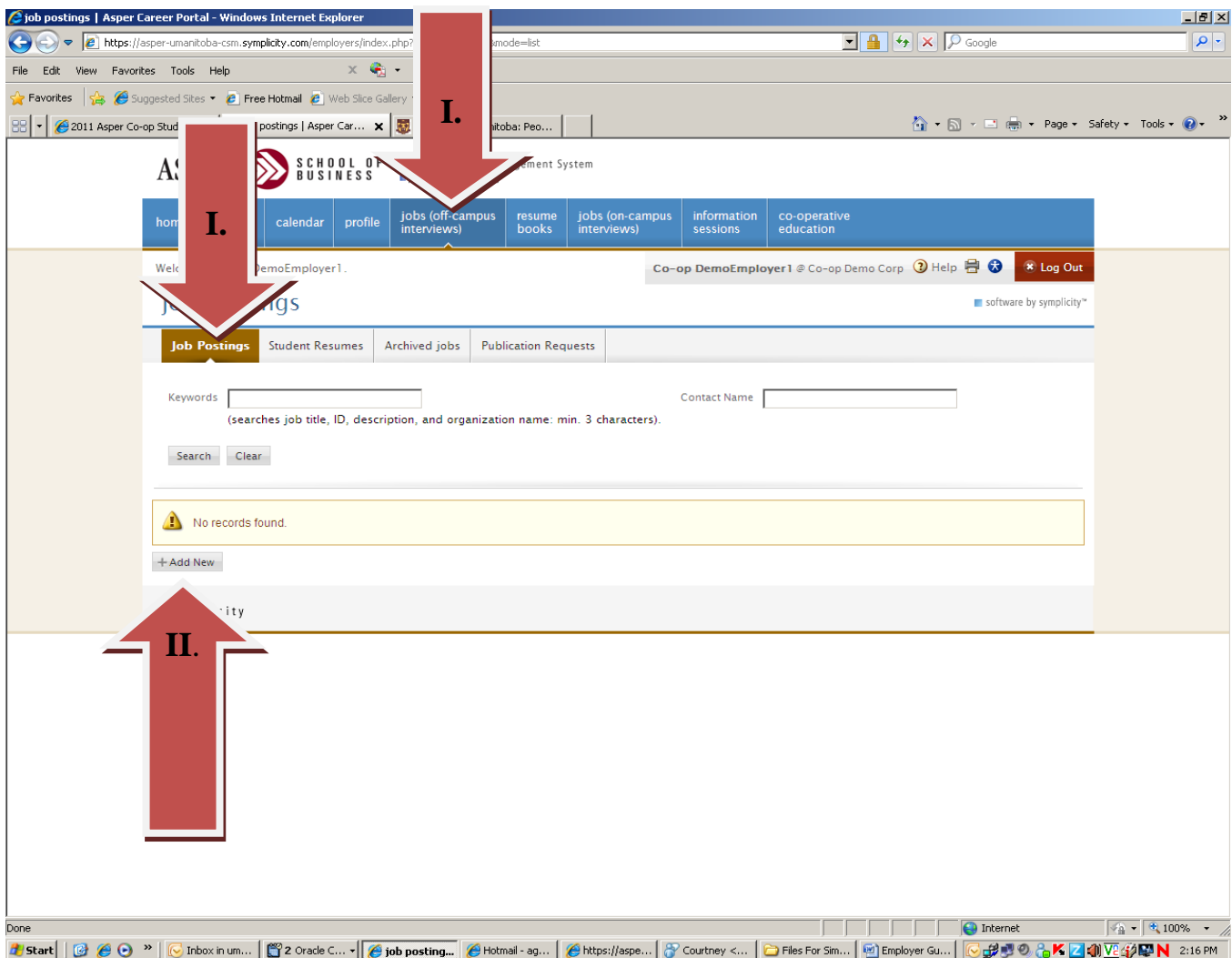
**Jobs (off-campus interviews)** enables employer contacts to view and post positions for jobs that are not interviewing on campus. Contacts may also view student applications for these positions. If you are conducting on-campus interviews please post your job in the **Jobs (on-campus interviews)** tab and see our related user guide.

**Note: Only post Co-op positions here if you are an employer located outside of Winnipeg. All Co-op employers within Winnipeg must interview on-campus and post their jobs in the *Jobs (on-campus interviews)* section.**

### 1.5.1 Add & Manage Job Postings with Off Campus Interviews

- I. View and/or edit job postings with off campus interviews by clicking on the **Jobs (off-campus interviews)** tab, and then clicking on the **Job Postings** tab.
- II. Create a job posting by clicking the **Add New** button

### Job Postings



IV. Enter information about your new position. If you have a position already in the system and you would like to copy the information use the **Copy Existing** drop down menu.

V. Choose your **Position Type**. Be sure to choose the type carefully so the correct students can view and apply to your job posting.

**Note: If this position is for Co-op students please select the Co-op session that pertains to your position.**

## Job Postings

job postings | Asper Career Portal - Windows Internet Explorer

https://asper-umanitoba-csm.symlicity.com/employers/index.php?mode=form&id=&s=jobs&ss=jobs

File Edit View Favorites Tools Help

2011 Asper Co-op Student o... job postings | Asper Car... University of Manitoba: Peo...

ASPER SCHOOL OF BUSINESS Career Services Management System powered by symlicity

home account calendar profile jobs (off-campus interviews) resume books jobs (on-campus interviews) information sessions co-operative education

Co-op DemoEmployer1 @ Co-op Demo Corp Help Log Out

job postings

Attention:

Note: You will be notified as your job approaches expiration and provided an opportunity to extend the posting.

Note: Postings can only be advertised for a maximum of 60 days after the posting date.

Please note: If you would like to coordinate your interviews on-campus, please post your position using the 'jobs and on-campus interviews' tab.

Submit Delete Cancel

\* indicates a required field

Position Information

Copy Existing: Pick a position from which you'd like to copy data. Please review and edit your job.

Show Archived

Position Type\*:

☐ Co-op - Winter Term

☐ Co-op - Summer Term

☐ Co-op - Fall Term Term

☐ Co-op - 8 Month Position

☐ Full Time

☐ Part Time

☐ Term

☐ Summer

☐ Casual

☐ Volunteer

Blind Posting: Choosing "yes" will hide Employer/Contact name and link from students

Yes No

VI. Enter the position **Title**.

VII. Enter the **Job Description**.

VIII. Select method in which resumes should be received (online or via email).

IX. Choose any **Additional Documents** that you would like applicants to include such as a cover letter. After you choose an additional document you can make it required by checking it off in the corresponding box below.

X. Select the date job postings **beginning and ending dates** to indicate when the job posting will be open and closed.

XI. Press **Submit** at the bottom of the form.

The screenshot shows a web browser window titled "job postings | Asper Career Portal - Windows Internet Explorer". The address bar shows the URL: [https://asper-umanitoba-csm.symphlicity.com/employers/index.php?s=jobs&ss=jobs&mode=form&id=&\\_ksl=1](https://asper-umanitoba-csm.symphlicity.com/employers/index.php?s=jobs&ss=jobs&mode=form&id=&_ksl=1). The form contains the following fields and instructions:

- Title\*:** A text input field. A red arrow labeled "VI." points to this field.
- Number of Openings:** A text input field. A note states: "If the number of openings is equal to zero, the job will be hidden from students. If you leave this field blank, it will not have any affect on students' visibility." A red arrow labeled "VII." points to this field.
- Job Description\*:** A large text area. A red arrow labeled "VIII." points to this field.
- Resume Receipt:** A section with the instruction "Choose how you would like to receive student resumes for job pos:". It includes checkboxes for "E-mail", "Accumulate Online", and "Other (enter below)".
- Additional Documents:** A section with the instruction "Which additional documents do you request for your positions.". It includes checkboxes for "Cover Letter", "Unofficial Transcript", "Writing Sample", and "Other Documents". A red arrow labeled "IX." points to this section.
- Documents Required:** A section with the instruction "From Additional Documents selected above, which do you want required?". It includes checkboxes for "Cover Letter", "Unofficial Transcript", "Writing Sample", and "Other Documents".
- Requested Document Notes:** A text area with the instruction "Special instructions regarding requested documents.".
- Posting Date\*:** A date selection field with the instruction "(Job will be posted on this date.)". It includes "Select" and "Clear" buttons. A red arrow labeled "X." points to this field.
- Expiration Date\*:** A date selection field with the instruction "(Job will be removed on this date.)". It includes "Select" and "Clear" buttons. A note below states: "For local, Winter 2011 Co-op Positions, closing date is 11/15/2010.".
- GPA:** A text input field with the instruction "Please enter the minimum grade point average desired."

The Windows taskbar at the bottom shows the Start button, several open applications (2 Windows Li..., In-tray, 3 Microsoft O..., job postings |..., Screen shots fo..., 2 Microsoft Of..., nonocr cnt.bmp...), and the system clock showing 9:26 AM on 11/15/2010.

**Note: Your Job Posting will be viewable by students after an administrator from the Asper Career Development Centre approves your posting. This process should be done in 1 to 2 business days. If you have any questions please contact the Career Development Centre.**



### 1.5.2 Manage Job Posting Applicants (if collecting resumes online rather than via email)

I. View a list of students who have applied for available positions by clicking on the **Student Resumes** tab.

- View resumes by clicking on the **document icon** in the Resume column.

II. Communicate with applicants via email by checkmarking target individuals and then clicking **Mail to Checked**, a web-based mail wizard.

- Send personalized emails to an unlimited number of recipients by inputting a Subject, Message Body, etc.
- Utilize the mail merge fields in the Available Fields box.
- Initiate a mailing by clicking **Next**, and then clicking the **Send Messages** button.

III. Generate packet of student resumes by checkmarking desired applicants and clicking generate book.

#### Student Resumes

The screenshot shows the ASPER Career Portal interface in a Windows Internet Explorer browser. The URL is [https://asper-umanitoba-csm.symplcity.com/employers/index.php?ss=resumes&\\_ksl=1&mode=list&s=jobs](https://asper-umanitoba-csm.symplcity.com/employers/index.php?ss=resumes&_ksl=1&mode=list&s=jobs). The page has a navigation bar with links: home, account, profile, jobs, resume books, events, co-operative education. The user is logged in as Patricia Griffith @ Feldman's Company. The 'Student Resumes' tab is selected, showing a list of applicants. A search filter is visible on the left with fields for Position, Status, and Office. The applicant list has columns for Last Name, First Name, Position, Documents, and Date. One applicant, Anns Robert, is listed with the position Accounting Assistant (82). A document icon is visible in the Documents column. Red arrows with labels I, II, and III indicate the steps: I points to the 'Student Resumes' tab, II points to the 'Mail to Checked' button, and III points to the 'generate Book' button.

job postings | ASPER Career Portal - Windows Internet Explorer

https://asper-umanitoba-csm.symplcity.com/employers/index.php?ss=resumes&\_ksl=1&mode=list&s=jobs

File Edit View Favorites Tools Help

ASPER Career Services Management System powered by symplcity

home account profile jobs resume books events co-operative education

Welcome, Patricia Griffith

job posting

Job Postings **Student Resumes** Archived jobs Publication Requests

To view PDF files, you may need [Adobe Reader](#). To view Excel files, you may need [Excel Viewer 2003](#).

Position: [dropdown]  
Status: [dropdown]  
Office: [dropdown]  
Search Clear

Mail to Checked save as excel generate Book Items 1-1 of 1

Last Name	First Name	Position	Documents	Date
Anns	Robert	Accounting Assistant (82)		

1-1 of 1

SHOW 20 per page [show all]

Coop Job Offer [show all]

Start [taskbar icons] 9:27 AM

## 1.6 resume books

Resume Books enables employers to browse student resumes that have been sorted by screening criteria.

### 1.6.1 View Resume Books

- I. View resume books by clicking on **RESUME BOOKS** from the top navigation bar.
- II. View a pre-packaged group of student resumes by clicking on the **Resume Books** tab, and then clicking on a resume book link in the Name column.

### Resume Books

The screenshot shows the Asper Career Portal interface. The top navigation bar includes links for home, account, calendar, profile, jobs, resume books, events, and co-operative education. The 'resume books' tab is highlighted. Below the navigation bar, the page displays a welcome message for Patricia Griffith and a section titled 'resume books'. A search box is present with a tip about Resume Text Search. Below this, there is a table with columns: Name, Description, Creation Date, Expiration Date, and Opt-In. The table lists three resume books: 'accounting club resume book', 'Asper Career Connection Resume Book', and 'Sales P...'. A red arrow labeled 'I.' points to the 'resume books' tab in the navigation bar. Another red arrow labeled 'II.' points to the 'accounting club resume book' link in the Name column of the table.

Name	Description	Creation Date	Expiration Date	Opt-In
<a href="#">accounting club resume book</a>	Opt-In Resume Book : students with accounting club membership affiliation	Sep 07, 2007	Sep 07, 2011	✓
<a href="#">Asper Career Connection Resume Book</a>	All students within the program	Aug 16, 2011	Aug 16, 2019	✗
<a href="#">Sales P...</a>	Students interested in sales	Aug 16, 2011	Aug 16, 2019	✓

## Resume Books Continued

III. Refine the resume list by Major, Year in School and Applicant Type by utilizing the dropdown menus at the top.

IV. View a resume by clicking on the document icon in the Resume column.

V. Refine the resume book list by clicking on the Advanced Search tab, selecting various screening criteria (Work Authorization, Graduation Date, etc.), and then clicking the Submit button.

## Resume Books

The screenshot shows the Asper Career Portal interface. At the top, there's a navigation bar with links like 'home', 'account', 'calendar', 'profile', 'resume books', 'events', and 'co-operative education'. Below this, a search bar is visible with the text 'Resume Text Search: Used to highlight resumes found on resumes in the resume book. Might be particularly useful in searching for specific skills that may not align with major (e.g., search for "teach").' A red arrow labeled 'V.' points to the 'Advanced Resume Search' tab. Below the search bar, there are dropdown menus for 'Major', 'Class Level', and 'Keywords (name and email)'. A red arrow labeled 'III.' points to these dropdown menus. Below the search filters, there's a table with columns: 'Last', 'First', 'Applicant Type', 'Major', 'Grad Date', 'Resume Modified', and 'Resume'. The table contains two entries: one for 'Anns, Robert' and another for 'Martin, Susanne'. A red arrow labeled 'IV.' points to the document icon in the 'Resume' column of the second entry. The bottom of the page shows the Windows taskbar with various open applications.

Last	First	Applicant Type	Major	Grad Date	Resume Modified	Resume
Anns	Robert	Current Student		Jun, 2008	Aug 28, 2007	
Martin	Susanne	Current Student	, Entrepreneurship/Small Business	Jun, 2011	Aug 29, 2007	

**Note: Only students who have opted in to include their resumes in a resume book will have viewable documents. The number of students who are displayed in a search are not representative of all Asper School of Business candidates.**

## 1.7 information sessions

### 1.7.1 Register for an Information Session

#### Information Session List

- I. Create an information session by clicking **Add New** button.
  - You will receive confirmation message when request is approved.
- II. Once your Information Session is approved, click the link to view information session details.
  - If you enabled student rsvping, view students who rsvpd for the event.

#### Information Sessions Screen

The screenshot displays the 'events' page of the Asper Career Portal. The browser window title is 'events | Asper Career Portal - Windows Internet Explorer'. The address bar shows the URL: <https://asper-umanitoba-csm.symlicity.com/employers/index.php?mode=list&>. The page features a navigation bar with links: home, account, calendar, profile, jobs (off-campus interviews), resume books, jobs (on-campus interviews), information sessions (selected), and co-operative education. Below the navigation bar, a welcome message reads 'Welcome, Co-op DemoEmployer1.' and 'Co-op DemoEmployer1 @ Co-op Demo Corp' with a 'Log Out' button. The main content area shows 'events' with a message 'No records found.' and an '+ Add New' button. A red arrow labeled 'I.' points to the '+ Add New' button. Another red arrow labeled 'II.' points to the 'events' link in the navigation bar. The footer contains the Asper School of Business logo and contact information: 'Asper School of Business', '254 Drake Centre, 181 Freedman Crescent', 'University of Manitoba, Winnipeg, MB R3T 5V4 Canada', 'Tel 204-474-6596 Fax 204-474-8301 Email [asper\\_cdc@umanitoba.ca](mailto:asper_cdc@umanitoba.ca)'. The Windows taskbar at the bottom shows the Start button, several open applications, and the system clock at 9:52 AM.